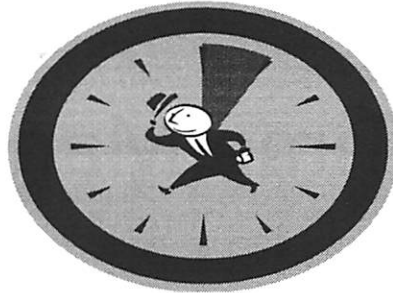


Manage my Time and Control my Life!



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The Basic Problem is NOT a lack of Time... but rather a lack of Direction!

Effective Time Management

I. The first step in effective Time Management is

_____.

- a. Decide what you _____.
- b. _____ are you going to get it?
- c. _____ your time accordingly.
- d. _____ to follow the plan.

Time is money and any time wasted is money wasted!

II. The Laws of Time Management

- i. **Pareto Principle – _____**
- ii. **Mackenzie – 1 minute of _____ saves 5 minutes of _____**
- iii. **Parkinson –**
 - i. **1st- work expands to fill the _____**
 - ii. **2nd- work is completed inversely proportionate to it's importance**
- iv. **Drucker – _____ it to the least paid competent help**
- v. **Dr. Stephen Covey - _____ _____ _____**
(important vs. urgent)
 - i. **Important - Valuable Quality - Time needed to finish a task**
 - ii. **Urgent - Deadline is NOW**
 - iii. **Not Important - Doesn't require effort or quality**
 - iv. **Not Urgent - Not now**

Prioritize Action

- Important & Urgent - ____**
 - **Real Crisis! - Unavoidable or Unforeseeable**
 - **DO IT NOW**
- Important, but not Urgent – ____**
 - **Needs to be done, but Not Now**
 - **PLAN IT – Then Delegate**
- Urgent, but not Important – ____**
 - **Rush jobs & Unexpected problems**
 - **Done NOW to avoid trouble later**
 - **Plan BETTER – then Delegate**
- Not Important -Not Urgent – ____**
 - **DELEGATE!**

III. Four Types of Time

1. **Personal**

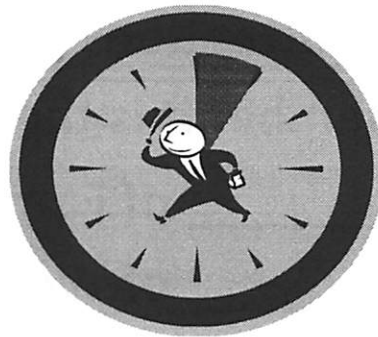
2. _____

(Tension Relieving Time)

3. _____

4. **Presentation**

(Goal Achieving Time)



V. Time Management Rules to Remember

1. Life should go on your calendar first

- Set Peace of Mind as your Highest Goal and Organize your Time & Life around it.

2. "Block off" time to do nothing

3. Know when to say "NO"

4. Family Matters

- Time with your Family - *Devote 100% attention*
- Remember it is the...
 - * _____ of Family Time
 - * _____ of Work Time

5. Effective Time Management yields more _____ out of life!

More time for the people and things you enjoy!

There's no time to waste. Life is too short.

So Do it Now!!! Do it Now!!!

Thank You all

for

**Thank You all
Hanging out**

**Hanging out
with me!**